



**Department of Health
and Human Services**

*Maine People Living
Safe, Healthy and Productive Lives*

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services

11 State House Station

Augusta, Maine 04333-0011

Tel.: (207) 287-3707; Fax (207) 287-3005

TTY Users: Dial 711 (Maine Relay)

Date: December 24, 2013

To: Interested MaineCare, Rural Healthcare Providers (HCPs)

Fr: Dawn R. Gallagher, Director of the OSC for HIT and MaineCare Meaningful Use Program and
Lorie L. Smith, Project Coordinator for **Health Information Connectivity-Knowledge Rural Consortium**

Re: Universal Service Administration Company (USAC) **Form 460** for Rural Healthcare Connect Fund (HCF) Grant

The USAC Form 460 is a Federal Communication Commission (FCC) Form. The form is called the **Eligibility and Registration Form** that serves as the **first step** a rural, health care provider (HCP) or consortium must take to identify if they are eligible to participate in the Healthcare Connect Fund (HCF) Program. The USAC, "Healthcare Provider (HCP)" term for all intents and purposes, is not an individual person who provides healthcare, but a *physical location* where healthcare is provided or instructed. Off-site data centers and off-site administrative offices are eligible with limitations; see Paragraphs 137-146, Report and Order link below for details. The F460 must be completed for each physical location and the information is used to *automatically populate*, where applicable, other USAC Forms (and sites) for the current funding year and subsequent funding years. All HCPs' physical sites must be identified and the Consortium obtains a copy of the eligibility determination via the FCC Form 460 to receive funding support. Completing the F460 will provide applicants with a unique **HCP Number**. HCF [FAQs](#) and the complete [Rural HCF Report and Order](#) links are provided here.

- **Who** must complete the F460 for a HCP's organization? A director, officer or employee of the HCP's organization that legally and financially may sign for the HCP. This would be the **primary account holder**. Other, secondary, tertiary, etc. account holders from the same HCP organization may be set up once the original F460 is filed and signed.
- **What** is the USAC Form 460? Mechanism for USAC to identify and determine an HCP's eligibility for funding and to register all HCP physical site(s) that wish to be considered for grant funding.
- **Where** must the USAC Form 460 be completed? Online: www.usac.org, under **E-FILE** (upper right) section of home page.
- **When** must the F460 be completed to participate in the HCF Grant process with the State of Maine, Consortium as the Lead Entity? **Note: F460 must be completed in one sitting; information cannot be saved.** The estimated time, determined by USAC to complete F460 is one hour. Deadline date: **January 30, 2014.**
- **How** must the USAC Form 460 be completed? On-line at www.usac.org, paper forms are not accepted. Flowcharts on pg. 2 help to explain how to apply for existing, USAC account holders and first-time applicants. Additional, [detailed Form 460 instructions](#) are provided and the USAC Help Phonenumber and email noted below.
- **Why** must the USAC Form 460 be completed? The F460 is the **Eligibility and Registration Form** that USAC's will use to determine if your HCP site(s) is to be an eligible entity in the, proposed Healthcare Connect Fund Grant.
- For USAC assistance to complete Form 460 please email: rhc-assist@usac.org or Helpline: **1-800-453-1546**
 - For questions about the proposed, Healthcare Connect Fund Grant in Maine:
 - Lorie L. Smith, Project Coordinator, at Lorie.Smith@Maine.gov or phone: 207-762-1316

